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COMMONWEALTH OF VIRGINIA

Compensation Board

P.O. Box 710
Richmond, Virginia 23218-0710

April 26, 2016

EMAIL MEMORANDUM

TO: Constitutional Officers

FROM: Robyn M. de Socio, Executive Secretary

RE: Conflict of Interest Disclosure Filings

In assistance to Virginia's Conflict of Interest and Ethics Advisory Council, I am writing to provide you with notice regarding changes in your responsibilities regarding semi-annual Conflict of Interest Disclosure filings. As you may be aware, one of the changes in the State and Local Government Conflict of Interests Act that became effective January 1, 2016 requires constitutional officers to file their Statement of Economic Interests (SoEI) forms with the Virginia Conflict of Interest and Ethics Advisory Council (Council) instead of with their localities.

This change also provides you the benefit of submitting your SoEI electronically. The Ethics Council will be working with you directly to transition to the new system beginning with your disclosure due on June 15, 2016. When your account has been created you will receive an email from the Council providing instruction on setting up your electronic disclosure account; once you have set up your account you will then be able to complete and submit your SoEI electronically. The system should be ready to accept your June 15, 2016 electronic filing beginning May 1, and you should expect to receive notification from the Council shortly thereafter.

Another change that became effective January 1, 2016 is a late filing penalty of \$250 if your SoEI is not received for each reporting period by the filing deadlines of June 15 and December 15. The upcoming deadline of June 15, 2016 will also be the last filing deadline where the Ethics Council will accept paper disclosures. Beginning July 1, 2016 and for all disclosures due thereafter, electronic filing is required. The Council suggests that you go ahead and use the electronic filing system beginning with the filing due by June 15 to become acclimated to its features.

Given these changes to the filing requirements, the Council recommends that you not only begin the process to complete your SoEI well in advance of the filing deadline, but that you also take this opportunity to familiarize yourself with the online system. This will ensure there is adequate time to contact the Ethics Council staff with any questions you may have about the process or any computer issues that may arise.

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On the Ethics Council's website you will find a lot of useful information regarding filing requirements as well as user guides to assist you in the electronic filing system. This information can be found here:

[http://ethics.dls.virginia.gov/filing-resources.asp#employees.](http://ethics.dls.virginia.gov/filing-resources.asp#employees)

Please look for an email from the Ethics Council next week instructing you to set up your electronic disclosure account, and advising you regarding the availability of the electronic system for online filing of your disclosure by June 15, 2016. For additional information regarding the upcoming filing requirements, please review the website linked above, and for additional questions please contact the staff of the Council at ethics@dls.virginia.gov or 804-786-3591.

Thank you for your time and attention to this important matter.

C: Chris Piper, Executive Director, Conflict of Interest and Ethics Advisory Council
The Honorable Richard A. Vaughan, President, Virginia Sheriffs' Association
The Honorable La Bravia J. Jenkins, President, Virginia Association of Commonwealth's Attorneys
The Honorable L. Todd Garber, President, Treasurers' Association of Virginia
The Honorable Franklin D. Edmondson, President, Commissioners of the Revenue Association of Virginia
The Honorable Chaz W. Haywood, President, Virginia Circuit Court Clerks' Association
The Honorable Nate Green, President, Virginia Association of Local Elected Constitutional Officers
John Jones, Executive Director, Virginia Sheriffs' Association
Jane S. Chambers, Executive Director, Commonwealth's Attorneys' Services Council
Alan Albert, LeClair Ryan, Virginia Association of Local Elected Constitutional Officers
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